DOCUMENT RESUME

ED 180 493 IR 007 994

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TITLE Moffitt Undergraduate Library, University of California, Berkeley.
INSTITUTION California Univ., Berkeley. School of Librarianship.
PUB DATE Jun 79
NOTE 76p.

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS *Academic Libraries: Budgets: Library Acquisition; Library Circulation: Library Collections: *Library Facilities: Library Reference Services: Library Services: *Library Technical Processes: Tables (Data): Use Studies

ABSTRACT

Presented by a library science student at the University of California at Berkeley, this description of Moffitt Undergraduate Library includes financing and budget, the building (physical description), book collection, staff, library technical operations, and user services. The report begins with a framework for the idea of an undergraduate library separate from the graduate collection. Background information is provided about the University of California, its Berkeley campus, and the university libraries. Following an itemization of the library's physical layout are descriptions of the book and reference collections, selection policy, and collection analysis policies. Services examined include reference, circulation, reserve, technical, and such special services as the program for instructing students in the use of the library. A separate section focuses on organization and staff recommendations for the media center. An organizational chart and statistical breakdown of staff illustrate a discussion of library staff, and statistics on annual operating expenditures and library use are presented in tabular form. A report on student opinion of the library, based largely on a program review prepared by a public policy student, is prefaced by student demographic statistics. A summary, library floor plan, and list of sources consulted conclude the report. (SW)

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The Staff

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INTRODUCTION

The development of the separately housed undergraduate library on the modern university campus is a relatively recent innovation. In fact, in September of 1965, there were only six such libraries in the United States.[1] By 1976, there were twenty-three.[2] Moffitt Library, a branch of the General Library, University of California, Berkeley, has been planned and administered as one of these new undergraduate libraries. It opened in the fall of 1970 and is currently completing its ninth year of service to the campus community.

Until this century, most universities and their libraries were quite small. But more important, they were largely undergraduate institutions. The twentieth century brought a great expansion in graduate education, and along with it a striking growth in the size of collections with an increasing emphasis on the acquisition of materials suitable for research. This created problems for the undergraduate who had to select books from the card catalog and obtain them through paging in a closed-stack system. The university library was also difficult to use because of crowded conditions and insufficient staff to handle the volume of work.[3]

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[1]Irene Braden, The Undergraduate Library (Chicago: American Library Association, 1970), p. 1.

[2]Henry W. Wingate, "The Undergraduate Library: Is It Obsolete?" College & Research Libraries 39 (January, 1978), 30.

[3]Braden, The Undergraduate Library, p. 1.

With the constant growth of the central university collection, the increasing demands for service to graduate students and faculty, and an increasing inadequacy of the central library to handle these demands and services, the separately housed undergraduate library was advanced as a solution.[4]

Separately housed libraries for undergraduates were to differ from the traditional university collection by:[5]

- Providing open access to the collection to avoid the difficulties of the closed-stack system
- Centralizing and simplifying services to the undergraduates
- Providing a collection of carefully selected books, containing the titles all undergraduates should be exposed to for their liberal education, as well as incorporating the reserved-book collection
- Attempting to make the library an instructional tool by planning it as a center for instruction in library use, to prepare undergraduates for using larger collections, and by staffing it with librarians interested in teaching the undergraduates the resources of a library and the means of tapping those resources
- Providing services additional to those given by the research collection
- Constructing a building with the undergraduate's habits in mind.

In this paper, Moffitt Library will be examined to see how it dealt with the six topics presented here as the aims of the undergraduate library. Description of the library comes, for the most part, from office files because of the lack of published material.

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[4] Ibid., p. 2.

[5] Ibid.

The data were gathered during Spring 1979 and cover operations only through 1977-78.

Consideration is given to the background of the idea of Moffitt Library at Berkeley; financing; the building (including physical description of the arrangement, furniture, and special features); the book collection (selection policy, etc.); the staff; and the budget. The operation of the Library including public services (reference, reserve, library instruction, circulation, and special services, such as the new Media Center) and technical services is described. The report concludes with a discussion of how and to what extent Moffitt Library is used.

As a prelude to the data on Moffitt, a brief history of the University of California is presented (Part I) along with an overview of the development of the libraries of the University (Part II). For libraries are strongly influenced by the nature and history of the particular institutions they serve.

> . . . Libraries obviously do not operate in a vacuum, and each of the libraries at the University of California has been uniquely shaped by the size, stature and history of the University. Each of the libraries also has its own history, conditioning in many ways what it is and does today. . . . In planning for the future of the University's libraries then, it is important to understand the past.[6]

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[6] University of California, Systemwide Administration, Office of the Executive Director of Universitywide Library Planning, The University of California Libraries, A Plan for Development, 1978-1988 (Office of the Executive Director, July, 1977), p. 1.

PART I

THE UNIVERSITY OF CALIFORNIA

In the gold rush days of 1849, pioneers of the State drafted a constitution in Monterey which contained the promise of a University of California. But nearly twenty years passed before the hope for a public university was realized. On March 23, 1868, Governor Henry H. Haight signed the Organic Act, which officially created the University of California.[7]

The University's initial site was the Oakland campus of the College of California, which had offered its buildings and land to the State on condition that a "complete University" be established.[8] In 1873, the University moved to its first permanent campus - Berkeley. When the doors opened, 167 men and 222 women students enrolled.[9]

The Berkeley Campus

The Berkeley campus stretches from the center of the city eastward into a range of steep hills and commands a magnificent view

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[7] University of California, Berkeley: General Catalog, 1978/79 72 (August, 1978), p. 9.

[8] Ibid.

[9] Verne A. Stadtman, ed., The Centennial Record of the University of California: 1868-1968 (Berkeley: University of California Printing Department, c1967), p. 47.

of San Francisco and the Golden Gate. The overall area is 1,232 acres but the main campus, "with its park-like atmosphere and many academic buildings, is on the lower 178 acres."[10]

"Despite its growth, the campus retains much natural beauty, with verdant glens, spacious plazas, and picturesque Strawberry Creek running westward through the length of the campus."[11]

Students enrolled at Berkeley now number over 27,000, two-thirds of whom are undergraduates. There are more than one hundred academic departments and interdepartmental groups, and most offer instruction at both the undergraduate and graduate levels.[12]

The Nine Campus System

As the Berkeley campus grew, other campuses were added throughout California: San Francisco - 1873; Davis - 1905; Riverside - 1907; San Diego - 1912; Los Angeles - 1919; Santa Barbara - 1944; and Santa Cruz and Irvine - 1961. Each campus maintains a separate administration, organization, and style of academic life, but all adhere to the same admission regulations and high scholastic standards.[13]

The Faculty

The faculty of the University of California is internationally noted for its distinguished achievements. And the high quality of

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[10] Ibid.

[11] UC Berkeley, General Catalog, 1978/79, p. 9.

[12] Statistical Summary of Students and Staff of the University of California: 1977-78, Office of Information Systems and Computing (Berkeley: University Relations, University of California, Systemwide Administration, 1979), 128 pp.

[13] UC Berkeley, General Catalog, p. 9.

the University's programs was reaffirmed by the American Council of Education in its most recent evaluation of graduate schools in the United States. Berkeley was ranked as the top graduate school in the country, with twenty-six of the thirty-five graduate departments ranked as first, second, or third best in the nation.[14]

The University of California leads all institutions in the world in the number of Nobel Laureates on its faculty. In addition, 185 academic staff members have been elected to the National Academy of Sciences.[15] The Berkeley campus alone is second only to Harvard in the number of Academy members. Forty-one Guggenheim Fellowships were awarded to University faculty members in 1976, out of a national total of 300, more than any other university in the nation. For the 12th time in the past 13 years, faculty members on the Berkeley campus received more of these fellowships than scholars on any other single campus.[16]

Administration

The administration and organization of the University is entrusted, under the State Constitution, to The Regents of the University of California, a corporate body. The executive head of the University in all its departments and on all its campuses is the President of the University, who is appointed by The Regents. Each of the nine campuses has a Chancellor who is its chief administrative

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[14] Ibid.

[15] UC Clip Sheet 54 (May 8, 1979), 1.

[16] UC Libraries, A Plan for Development, pp. 8 and 11.

officer. The Chancellor is responsible for the organization and operation of the campus, which includes academic, student, and business affairs.[17]

The Academic Senate participates in administration of academic affairs and advises the University on matters of appointments, promotions, and budgets. Conditions for the admission of students and for the granting of certificates and degrees is determined by the Senate, and all courses in the colleges and schools are authorized and supervised by the Academic Senate. Membership includes the faculty and a limited number of administrative officers.[18]

Enrollment

Total enrollment at the nine campuses of the University of California is 121,631 (Table 1). Nearly 90 per cent of the students are California residents, with the remainder from other states and about 100 foreign countries. Approximately one-third are studying at the graduate level. But enrollment patterns change over time.

The University's enrollment for the academic year 1948-49 was 48,943 and remained relatively stable during the next decade, even declining in some years. In 1958-59 the total was 48,342. Progress began to change dramatically in 1960 as enrollment began to steadily climb. By 1969-70, it had more than doubled, with a total for the year of 103,524. But in the 1970's, with the sharp downward shift in the birth rate and in immigration to California as well, growth continued but at a much reduced rate. Graduate enrollment had begun to fall

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[17] UC Berkeley, General Catalog, p. 9.

[18] Ibid.

below predicted levels by 1971. "By this time, too, it was clear that the State was unlikely to have either the will or the funds to enable the University to expand at the rate anticipated in 1969."[19] Plans for additional campuses were dropped, and enrollment projections were revised sharply downward.

In 1974, it had become obvious that further downward revision would be necessary, and the University's current estimates have reduced the levels further. These projections play a key role in preparing the University's budget, "and the changes in enrollment projections over the last two decades have had a marked effect on the nature of the University and its planning."[20]

TABLE 1

STUDENT ENROLLMENT BY LEVEL AND SEX

University of California	Three Quarter Average 1977-78		
	Total	Men	Women
Total University			
Undergraduate	86,465	45,614	40,851
Graduate	35,166	23,467	11,699
Total	121,631	69,081	52,550

Source: Statistical Summary of Students and Staff of the University of California 1977-78, Office of Information Systems and Computing (Berkeley: University Relations, Systemwide Administration, 1979), p. 3.

[19] UC Libraries, A Plan for Development, pp. 3-8.

[20] Ibid., p. 8.

PART II

LIBRARIES OF THE UNIVERSITY OF CALIFORNIA

The University Library began with a collection of 1,036 volumes inherited from the College of California.[21] In 1873, the Library was moved from its first home in Oakland to the permanent campus of Berkeley. It was housed in South Hall (still standing).[22]

Library Collections Before 1900

During the period before 1900, some funds were provided by the University for purchase of additional books, but generally these were quite meager. The State Legislature voted special appropriations for the University Library, but the largest of these, in 1885, amounted to only $10,000. For much of its growth, then, the Library was dependant upon gifts. By the year 1900, it contained 80,224 volumes.[23]

The Library: 1900-1945

Collections grew slowly until the arrival of President Wheeler in 1899. One of his continuing concerns was the upbuilding of the Library, and upon his retirement in 1919, collections had increased to

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[21] Kenneth C. Peterson, The University of California Library at Berkeley: 1900-1945 (Berkeley: University of California Press, 1970), p. 5.

[22] Stadtman, Centennial Record, p. 104.

[23] Peterson, UC Library, p. 5.

400,000 volumes.[24]

Funds available for the purchase of library books increased from $7,000 in 1900 to $61,000 in 1945. An average of 13.5 per cent of the total amounts came from gift and designated funds and 86.5 per cent from the general fund. This trend reflected the overall growth patterns of California as well as the distinctive movement toward greater emphasis on graduate programs and research, which required richer library resources.[25]

The University Librarian: 1875-1945

For the seventy year period from 1875 to 1945, the Library was administered by two men: Joseph C. Rowell served as Librarian from 1875 to 1919 (and as Librarian emeritus and University archivist from 1919 to 1938); and Harold L. Leupp served as Librarian from 1919 to 1945 (after having served as Associate Librarian from 1910 to 1919).[26]

Library Development at Berkeley: 1945-1965

"The present era . . . at Berkeley was introduced by the Regental appointment, in 1945, of Donald Coney as University Librarian and Professor in the School of Librarianship."[27] During the twenty years that Coney spent in library administration at Berkeley, collections more than doubled, and the Library became established as

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[24] Stadtman, Centennial Record, 104.

[25] Peterson, UC Library, p. 6.

[26] Ibid., p. 42.

[27] Russell H. Fitzgibbon, Libraries of the University of California, pamphlet (1965), p. 21.

sixth in size among university libraries in the United States. Coney supervised completion of the Main Library stack area (which had been delayed by World War II), the establishment at Richmond of a storage library for the northern campuses, and the planning of the projected Moffitt Undergraduate Library.[28]

Library Collections, University of California: 1945-1975

Growth of collections in the libraries of the University of California from 1945 to 1975 has been phenomenal, as indicated in Figure 1.[29] The main libraries on each campus and many of the branch libraries contain collections of national importance, many of which are unique in the world. They range from the very small to the very large, and from the very general to the very specialized. Together they include almost fifteen million volumes, "more by far than at any other single academic institution, and exceeded in this country only by the Library of Congress."[30]

The University Libraries as a System

Policies and guidelines for the University's library system have been in the process of development for several years.[31] In 1977, a total plan for development for the decade 1978-1988 was presented.[32]

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[28] Stadtman, Centennial Record, p. 105.

[29] UC Libraries, A Plan for Development, p. 25.

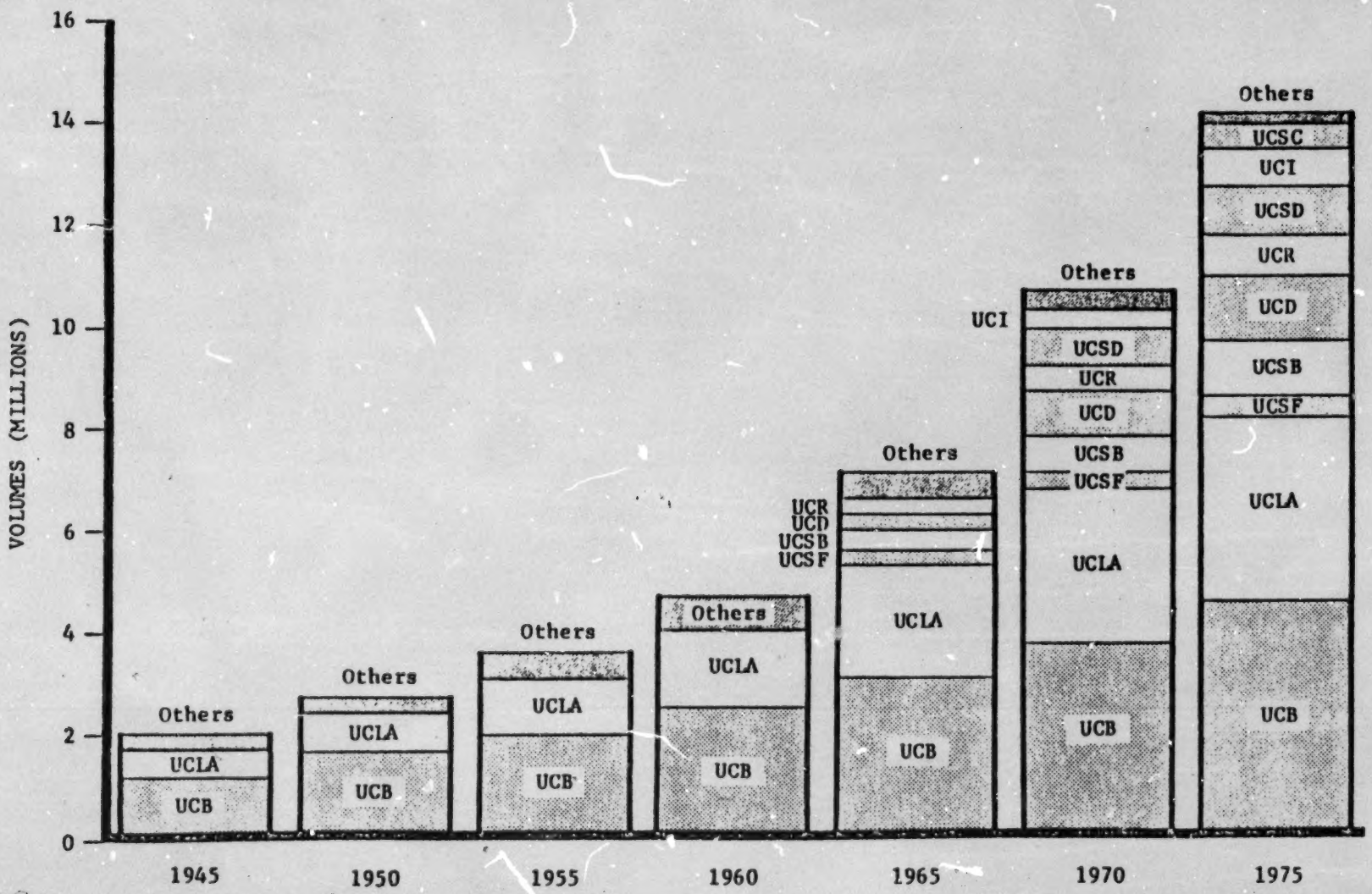
[30] Ibid., p. 23.

[31] University of California, Office of the President, Detailed Critique of Rough Draft of Department of Finance Report: A Systems Approach to Interinstitutional Resources Utilization, pamphlet, 1973.

[32] UC Libraries, A Plan for Development, 1978-1988, 210 pp.

Figure 1

Growth of the Library Collections
University of California
1945-1975



It stresses interdependence, cooperation, and coordination of library activities on a multi-level basis: 1) branch, 2) campus, 3) region, 4) systemwide, 5) national, and 6) international.

Development and revision of the library plan is expected to continue, and each year an updated plan, projecting the needs, activities, and performance goals of the library system on a multi-year basis will be produced. Once this is approved, the recommendations will become the basis for the University's library budget requests.[33]

"In the last analysis, however, the best judge of the system's performance is the person for whom it is designed, the user."[34] Therefore, the library users - faculty, students, and staff alike - must contribute on a continuing basis to the development of the library plan, assist in its revision, and judge the results of its recommendations. "Only thus can the plan fairly reflect the users' needs, and only thus can there be a library system of which the University can be proud."[35]

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[33] UC Libraries, A Plan for Development, pp. iv-v.

[34] Ibid., p. v.

[35] Ibid.

PART III

THE JAMES K. MOFFITT UNDERGRADUATE LIBRARY

The James K. Moffitt Undergraduate Library, University of California, Berkeley, opened in late September, 1970. Dedication ceremonies were held on May 27, 1971.[36] The Library is named in honor of James Kennedy Moffitt, class of 1886, University of California Regent from 1911 to 1948, and lifelong benefactor to the University Library.[37]

Serious thinking about a separate library for undergraduates at Berkeley began as early as the 1930's.[38] University Librarian Harold L. Leupp (1919-1945) was conscious of the failings inherent in limiting access to the stacks, especially as that practice affected the college students. In his 1940 Librarian's Report, he formally stated that

> . . . establishment of an undergraduate or lower division library physically separated from the present main building would be a comparatively inexpensive way to relieve overcrowding, would render possible for undergraduate students a quantity and type of library service which they need but do not and cannot receive under present conditions, and would fit readily into the comprehensive program for development of library service on the Berkeley campus.[39]

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[36] CU News XXVI (May 27, 1971), 1.

[37] Stadtman, Centennial Record, p. 133.

[38] CU News XXVI (May 27, 1971), 1.

[39] Harold L. Leupp, Librarian's Report 1940, as quoted in Kenneth G. Peterson, UC Library, p. 171.

During his remaining years as Librarian, Leupp continued to express hope that the eventual establishment of an undergraduate library would provide students with freer access to books.[40]

In 1956, The Regents of the University of California instructed the Berkeley campus to plan for the building of a separate undergraduate library.[41] The building was completed in 1968[42] but did not open for service until 1970, as previously noted.

Although it took years of planning and development, Moffitt Library was destined to become a significant response to the challenge of providing quality service to undergraduates in the context of this large, research-oriented university.

Financing

The Moffitt Undergraduate Library at Berkeley was financed by State appropriation.[43]

The Building

Description

A concrete and steel building was decided upon. The structure is built on modules of 36 feet from center of pillar to center of pillar. The building is fully air-conditioned with overhead lights as the main heat source. The floors are vinyl tile, with some carpeting in lounge areas.[44]

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[40] Ibid.

[41] Fitzgibbon, Libraries of the University of California, p. 22.

[42] Stadtman, Centennial Record, p. 62.

[43] Ibid.

[44] Data sheet on the James K. Moffitt Undergraduate Library, Moffitt Librarian's Office (April, 1973).

The building consists of five floors, two below ground, with the Undergraduate Library occupying all five floors. There is a classroom wing, however, with its separate entrance, and this section includes thirteen general assignment classrooms, blind student study facilities, and a student lounge equipped with vending machines.

Facts about Moffitt Library are shown in Table 2.[45]

TABLE 2

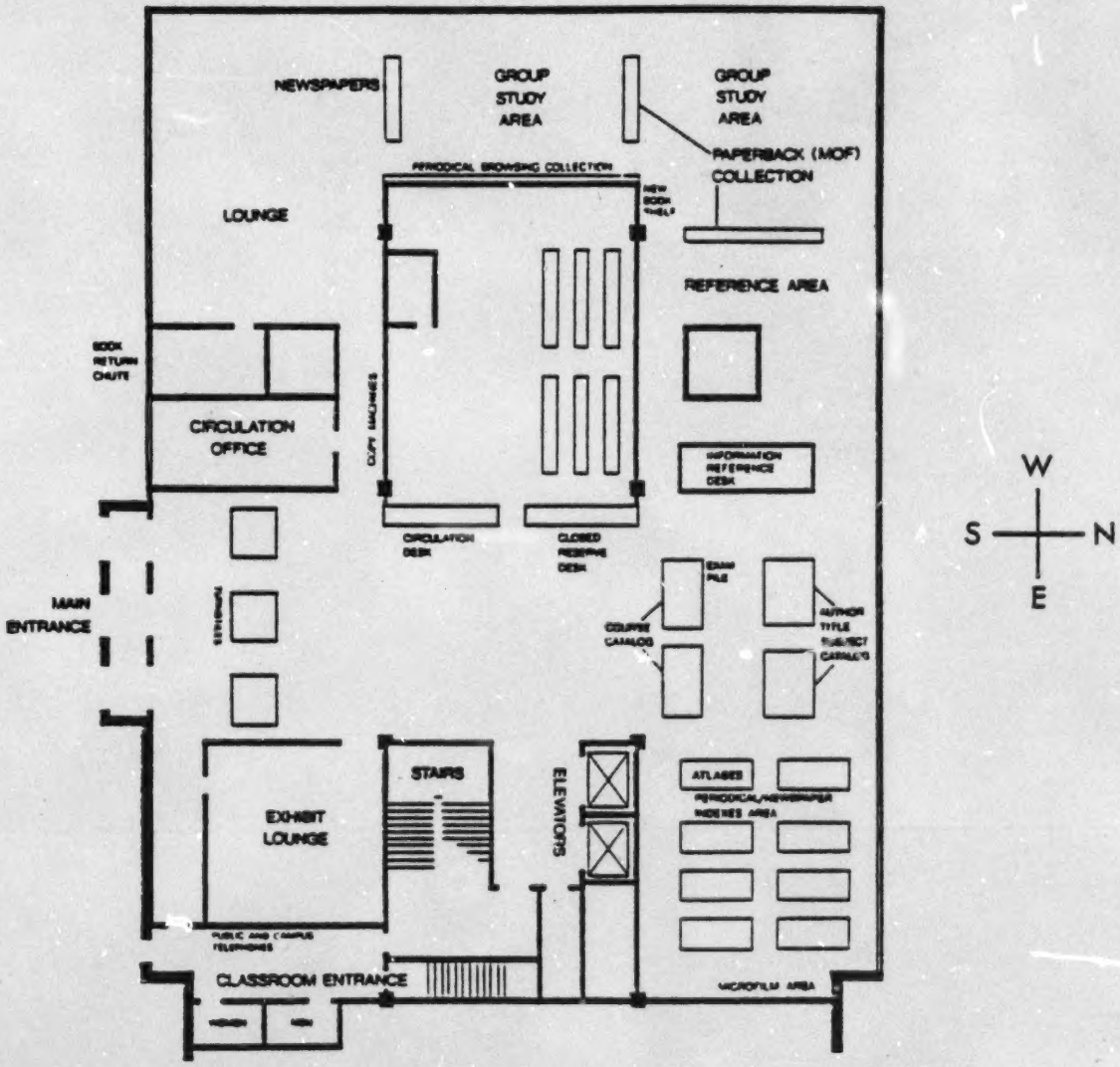
CAPITAL COSTS AND SPECIFICATIONS
MOFFITT LIBRARY

Size	
Total gross square feet	136,100
Total net square feet	88,727
Library wing	80,056
Classroom wing	8,671
Capacities	
Shelf capacity in volumes	160,375
Reader stations	1,784
Carrel seating	1,050
Lounge chairs	180
Special purpose (e.g., reference)	62
Tables seating four	492
Costs	
Total project (State funds)	$5,346,600
Structure (including site preparation)	4,315,000
Landscaping, roads, and walks	121,000
Furniture and movable equipment	450,000
Miscellaneous costs and fees	460,600
Equipment	
Shelving	Library Bureau of Remington Rand, Ames
Office	Steelcase
Reader Carrels and Tables	Bellview
Reader Chairs	Herman Miller, Knoll, Steelcase
Card Catalogs	Library Bureau of Remington Rand, Ames
Architects, Engineers, Contractor	
John Carl Warnecke and Associates	Architects
T. Y. Lin, Kulka, Yang and Associates	Structural Engineers
F. C. Lathrop Construction Company	General Contractor

[45] CU News XXVI (May 27, 1971), 1.

Figure 2

THIRD FLOOR, MOFFITT UNDERGRADUATE LIBRARY



Source: Moffitt Library, pamphlet (October, 1977), p. 9.

The main entrance to Moffitt is located on the South side of the building, on the third floor (Figure 2). All offices, including the Librarian's, are housed on this floor: circulation to the left of the turnstile area, and all others on the East side beyond the elevators.

Next to the circulation desk is closed reserve, and beyond that is the reference desk and the reference collection. The West side of the third floor houses a group study area containing a paperback collection, a periodical browing collection, and newspapers. This section can be used as a conversation area or for work together. There is also a student lounge. In addition, the third floor contains the card catalog, microfilm and readers, a pamphlet collection, and a variety of miscellaneous information such as the General Catalog, Berkeley, the Schedule of Classes, the campus telephone directory, and catalogs from other University of California campuses. There are copy machines and a change machine. A cassette tape-tour designed to introduce students to use of the Library is available at the reserve desk.

Basically the same arrangement is followed on each of the other floors. The first floor contains fine arts, science, philosophy, religion, and law, as well as History of Art displays. On the second floor are the social sciences, bound periodicals, blind student studies, and a typing room. The fourth floor houses languages and literature, and the fifth floor contains history, geography, and travel. There is a balcony located on the fifth floor that is open to library patrons.

The entire five-floor plan, as well as location of open shelf books, in included as Appendix A.[46]

Furnishings

The furniture in the building is of three main types: open type individual carrels (single, double, triple), seating at four-person

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[46] Moffitt Library, pamphlet (October, 1977), pp. 6-11.

tables, and lounge furniture. There are some special purpose seats for typing and reference work. Of the 1,784 reader stations, seating at four-person tables totals 27.5 per cent. The emphasis on seating was placed on individual carrels and lounge chairs, which, together with the special seating, totals 72.5 per cent.[47]

Location

Moffitt Undergraduate Library, a department of the University of California, Berkeley, General Library, is located near the center of the campus, close to the Main Library (Figure 3).[48]

Book Collection

General Collection

Moffitt Library has the capacity to house 160,375 volumes:[49]

Reference	4,375
Closed reserve	10,000
Open stack	146,000

On June 30, 1970, prior to opening for service, the Library collection totaled 109,347 volumes. One year later, June 30, 1971, the collection had increased to 128,988 volumes (with approximately 500 serial titles).[50] And as of June 30, 1978, the collection stood at 161,108 volumes and 505 serials received currently.[51]

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[47] Data sheet, Moffitt Librarian's office (April, 1973).

[48] The University Library, pamphlet, General Library, University of California, Berkeley (Orientation Leaflet No. 1, May, 1978), t.p.

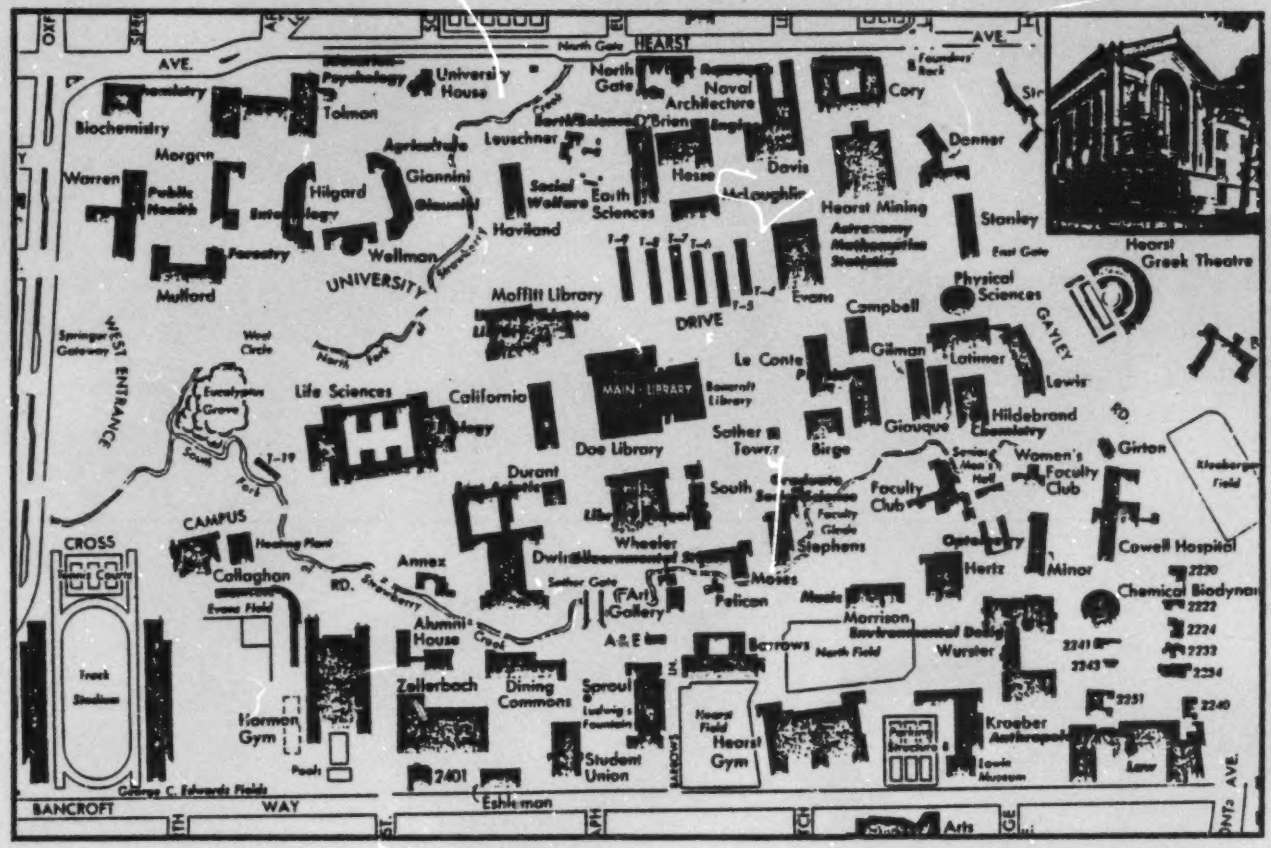
[49] CU News XXVI (May 27, 1971), 1.

[50] Librarian's Report, Moffitt Library, Fiscal Year 1969-70, and Fiscal Year 1970-71.

[51] CU News XXXIII (July, 1978).

Figure 3

THE UNIVERSITY LIBRARY General Library University of California, Berkeley


HEARST AVE.
North Gate
University House
Psychology
Tolman
Biochemistry
Morgan
Warren
Public Health
Hilgard
Giannini
Agriculture
Leuschner
Social Welfare
Earth Sciences
Haviland
Wellman
Mulford
Forestry
UNIVERSITY
Moffitt Library
DRIVE
Naval Architecture
O'Brien
Hesse
Davis
McLaughlin
Cory
Donner
Hearst Mining
Astronomy
Mathematics
Statistics
Stanley
East Gate
Hearst Greek Theatre
Physical Sciences
Campbell
Evans
Gilman
Latimer
Lewis
GAYLEY
Le Conte
MAIN - LIBRARY
Bancroft Library
Life Sciences
California
Doe Library
Sather Tower
Giauque
Hildebrand Chemistry
Birge
Women's Faculty Club
Girton
Faculty Club
South
Durant
Wheeler
Stephens
Optometry
Hertz
Minor
Cowell Hospital
Chemical Biodynamics
Moses
Pelican
Art Gallery
Morrison
Warster
Alumni House
A&E
Sproul
Zellerbach
Dining Commons
Harmon Gym
Student Union
Hearst Gym
Kroeber Anthropology
Lowie Museum
Arts
Eshleman
Gaillard C. Edwards Fields
Track Stadium
CROSS
CAMPUS
Annex
Calahan
RD.
Evans Field
Faculty Glade
Memorial Stadium
Recreational Sports Facility
Women's Gym
Women's Swimming Pool
Men's Gym
Men's Swimming Pool
Tennis Courts
Softball Field
Soccer Field
Rugby Field
Lacrosse Field
Field Hockey Field
Cricket Field
Archery Range
Golf Practice Area
Baseball Field
Intramural Field
Recreational Sports Field
Practice Fields
Practice Field
Practice Cages
Practice Tees
Practice Greens
Practice Bunkers
Practice Sand Traps
Practice Water Hazards
Practice Trees
Practice Shrubs
Practice Flowers
Practice Grass
Practice Soil
Practice Water
Practice Air
Practice Light
Practice Shade
Practice Wind
Practice Rain
Practice Snow
Practice Ice
Practice Frost
Practice Dew
Practice Fog
Practice Mist
Practice Clouds
Practice Sky
Practice Sun
Practice Moon
Practice Stars
Practice Planets
Practice Comets
Practice Meteors
Practice Asteroids
Practice Satellites
Practice Spacecraft
Practice Rockets
Practice Missiles
Practice Aircraft
Practice Helicopters
Practice Balloons
Practice Kites
Practice Gliders
Practice Parachutes
Practice Skydiving
Practice Bungee Jumping
Practice Hang Gliding
Practice Paragliding
Practice Ballooning
Practice Kite Flying
Practice Glider Flying
Practice Parachuting

The collection is carefully selected to meet undergraduate needs in all fields. All of the books and periodicals (except for reserves) are placed in open stacks which are calculated to facilitate direct access to them and to encourage browsing.[52] Materials for term papers and essential assigned course reading by instructors are obtained in multiple copies.[53] These latter items are placed on "closed reserve" and are made available for two-hour loan. Also on "closed reserve" are current issues of periodicals.

The function of book selection is divided among the Moffitt Library professional staff by subject areas.

Selection Statement[54]

"I. Introduction.

"The James K. Moffitt Undergraduate Library is a model open-access academic library for Berkeley's undergraduates. Through its services and collections it serves as the entry point for the student into the complex library system on the Berkeley campus. Its collection (a maximum of 170,000) is maintained in a steady state by balancing new acquisitions with selective withdrawals. The collection supplements existing resources with additional copies. Except for a small amount of introductory material (beginning texts, readers, etc.) Moffitt's holdings are duplicated elsewhere in the General Library System.

"Basically, Moffitt supports the campus undergraduate instructional program, as distinguished from its scholarly research program.

"II. Selection Policy.

"A. Moffitt offers a carefully selected collection of library materials (chiefly bound monographs and periodicals)

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[52] Librarian's Report (1970-71), p. 7.

[53] Ibid.

[54] Policy Statement, Librarian's office, Moffitt Library (November 5, 1974).

designed to serve the assigned, collateral and related reading needs of students enrolled in undergraduate courses.

"1. It includes a core collection of important works in all fields selected upon the basis of their intrinsic worth and excellence, their appropriateness for undergraduate readers, and anticipated use. It includes the classics--ancient and modern, eastern and western--in the arts, humanities, social sciences and natural sciences. It seeks the best books on a subject and not everything; thus, 'planned insufficiency' for the undergraduate as he or she advances is a built-in part of the concept.

"2. It includes titles for reading in conjunction with undergraduate courses of instruction.

"3. It includes an up-to-date reference collection of bibliographies, guides, handbooks, periodical indexes, dictionaries and abstracts with special emphasis upon bibliographical tools that will encourage its readers to reach and stretch beyond Moffitt resources. (See Reference Collection Statement attached.)

"4. It includes a collection of current periodical titles (both special and general interest) that are frequently used by undergraduates.

"B. Moffitt collection development relates not only to the ongoing instructional program but also to the existing configuration of library services on campus.

"1. While material will be collected in all subjects, we stress the social sciences, history and the humanities--fields which do not have branch libraries that serve undergraduates, as do most of the sciences and the technical and professional disciplines.

"2. We also stress fields served by branch libraries organized to support only advanced students and research scholars.

"3. Moffitt will not duplicate extensively those collections requiring special care and handling, even if used by undergraduates (e.g., documents, maps, newspapers).

"III. Implementation of Policy.

"A. Responsibility for Selection. Selection of books for Moffitt Library is the responsibility of the Moffitt professional staff. This applies both to titles selected and to the number of copies to be purchased. Faculty recommendations are almost always followed with respect to titles required for courses of instruction (subject to budget constraints and the availability of materials). Faculty, student and staff recommendations for the core collection are given closest consideration within the context of the collection's overall policies.

"B. Withdrawals ('weeding'). An active collection, Moffitt does not retain (a) volumes left unread on the shelves over a period of years; and (b) volumes whose scholarship has been superseded.

"C. Multiple Copies. Moffitt acquires multiple copies based on either actual use or anticipated use (as projected by a faculty reserve list, for example) to a normal maximum of five copies.

"D. Foreign Language Material. Moffitt acquires material in all languages. The basic selection factors are quality, appropriateness and use. It is anticipated, however, that its holdings will remain overwhelmingly in English. Belles lettres are acquired in the original languages where there is a demonstrated demand, but also in quality translations. Assigned readings in foreign languages are purchased as requested.

"E. Editions.

"1. Superseded Editions. Normally, only the most recent edition of a work is retained. As a new edition is added, the superseded edition is withdrawn.

"2. Texts of Standard Authors. The best scholarly and critical editions are preferred, but authoritative, one-volume editions of major creative writers are also acquired.

"3. Rare Books, First Editions, Private Press and Limited Editions. Moffitt does not acquire books in these categories per se, preferring the desired text in sound, readable editions. Where a work is available only in these formats and is assigned, it will be purchased.

"4. Hardcover and Paperback Editions. Moffitt prefers a hardcover volume for at least one copy, if the choice is available. It will acquire paper where only that is in print. It will seek well-made paperbacks for additional copies when they are available.

"F. Textbooks. Moffitt does not supply multiple copies of assigned textbooks that students are supposed to buy for their courses. Normally it will buy one copy of such texts, so that students will have it to refer to while they are in the library. In any case, no book that meets Moffitt's standards will be excluded merely because some call it a 'text.'

"G. Best Sellers and Recreational Reading. Books will neither be acquired nor rejected merely because they are 'best sellers.' Worth, and not best-seller-list pressure, will be the determining factor. Our MOF Collection of new paperbacks of general interest (size 400 to 500 vols.) is of recreational interest.

"Of course, any collection of outstanding books, such as that in Moffitt, inevitably provides a leisure reading by-product. Jane Austen, Kurt Vonnegut, Joyce Carol Oates, Tennessee Williams, etc. will be read for recreational and leisure purposes as well as read for specific class assignments. In addition to the expected works in literature, history, the novel and so on, Moffitt will also develop small holdings of the best works in more specialized areas such as science fiction.

"H. Topical and Current Material. In subjects of particular student interest (e.g., student activism, ecology, drugs and society), particularly when these are new, quality control may be relaxed in order to meet temporary demand. Material so acquired will be subsequently reviewed if interest wanes, and withdrawn if it doesn't meet normal standards.

"I. Periodicals. Current periodicals will be selected on the same basis as monographs. Three categories of holdings will be maintained.

"1. Current file only.

"2. 10 years plus current.

"3. Permanent holdings (only for the most extensively used material, mostly in the historical and literary fields).

"Back runs of ceased titles will normally not be retained."

Reference Collection

As of June 30, 1977, the Moffitt reference collection totaled 4,076 volumes,[55] or about 300 less than total capacity of 4,375, noted earlier.

Reference Collection Policy Statement[56]

"The REFERENCE COLLECTION has been carefully selected to support the instructional and informational programs of the Moffitt Library. With an eventual size of about 4,000 volumes, it includes the latest edition of important reference works (dictionaries, encyclopedias, 'who's whos,' bibliographies, handbooks, indexes and abstracts) in all subjects of current interest and value to the undergraduate student rather than to the research scholar. The collection is predominantly English-language, but includes French (Larousse), German (Brockhaus) and Spanish (Salvat) encyclopedias.

"In addition to reference aids at the introductory level of bibliographical complexity (the H. W. Wilson Company indexes), it includes a selection of sophisticated bibliographical tools, such as Psychological Abstracts and MLA International Bibliography, that will encourage students to use library resources beyond the scope of Moffitt's collection.

"In general, only the latest edition is retained. Exceptions occur when the superseded edition has special value, e.g., the tenth and eleventh editions of the Encyclopedia Britannica. Superseded editions of yearbooks, 'who's who,' handbooks, etc. are withdrawn from Moffitt in conformity with our purpose of maintaining a live collection rather than a historical record.

"Excluded are: 1) materials whose primary value is to the research scholar for in-depth study; historical, national and trade bibliographies (except current U.S., e.g. BIP, PTLA, BPR); union lists and printed library catalogs beyond the Berkeley system; thesis and dissertation material; 2) highly specialized reference tools in the sciences or in the professional fields that are available in branch libraries; 3) general interest materials (career guidance, college catalogs other than UC, telephone directories) that are collected comprehensively in other campus locations.

"Special Collections include:

"1) Language dictionaries. The open-shelf collection includes an up-to-date important monolingual and bilingual (with English as the second language) dictionaries at the undergraduate level. Duplicate copies of those in greatest demand circulate for one-day use from the Reserve Desk.

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[55] Appendix to Librarian's Report (1976-77), p. 4.

[56] Reference Collection Policy Statement, Moffitt Librarian's Office (July, 1974).

"2) Pamphlet File. A collection of up-to-date bibliographies, booklets, articles, hand-outs and clippings supplementing the general book collection in topics of greatest current student interest. Items are filed by broad subject headings, minimally processed and frequently weeded.

"3) College information. A general, up-to-date collection of works describing schools and academic programs, e.g. College Blue Book, Barrons Profiles of American Colleges."

Collection Analysis Projects

Acting University Librarian Rosenthal, in his December 1978 Book Budget report, noted that the advice of faculty has become increasingly important to collection development librarians as prices of scholarly books and journals continue to outstrip the resources of any single institution. He indicated that the Library has undertaken two analyses of its collections, and its collection development operations. These are designed to strengthen efforts in this area and to improve coordination of collection development with the instructional and research programs of the campus.[57]

The first project is preparation of a Librarywide statement of collection development policy. A draft document will be presented to the campus community for review and discussion sometime in 1979. The policy will then be coordinated with Stanford's in implementation of the Stanford/Berkeley Library Cooperative Program. The second project is the Collection Analysis Project (CAP), conducted under the auspices of the Association of Research Libraries. In this study, Library staff are examining all aspects to collection development at Berkeley, including organization and staffing, book fund allocation, communication

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[57] Joseph A. Rosenthal, Book Budget: General Library, 1978-79 (December, 1978).

with faculty and students, collection evaluation and preservation, and resource sharing.[58]

Moffitt Library, as a department of the General Library, is participating in these studies.

Services

The divisions of activity in Moffitt Library include reference, circulation, and technical services. Many special services are also provided: a student lounge, exam file, course catalog, service to the handicapped, pamphlet file, bibliographical instruction, and others.

Reference

Reference service at Moffitt is cooperative and never competitive. It is based on a deep feeling for the needs of undergraduates, and includes the awareness that a large campus like Berkeley, with its inevitably depersonalized and bureaucratic nature, can be a very frustrating place.[59]

The Library provides both the basic materials students require and the basic assistance with bibliographic procedures that undergraduates may need. This combination represents a unique service on campus since the staff of many academic libraries are unable for a variety of reasons, most particularly time, to work repeatedly with students at a basic, even remedial level.[60]

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[58] Ibid.

[59] Reference Intern Manual, Moffitt Library (January 1979), p. 1.

[60] Ibid.

These are the goals of reference work in Moffitt Library:[61]

"1. Each student is considered a person of worth and is treated in a friendly manner and with respect for their requests for help, whatever these may be.

"2. When necessary, the student is led by discussion and tactful questioning to clarify and sharpen requests for information.

"3. Contacts with students are regarded as teaching opportunities; whenever possible all searches of the card catalog, periodical indexes, and other indexes and bibliographies are made jointly with the student, with informal description of the methods followed and indications of the information ascertained so that the student is at one time receiving the requested information and learning the techniques of library use.

"4. The attention of students is drawn to special bibliographies and bibliographies in individual books.

"5. As time allows, as an individual reference book is consulted, effort is made to point out its special usefulness, unusual features, and its relationship to other reference books in its own and related areas.

"6. Referrals of students to other collections are accompanied by indications of specialized bibliographies and of methods of conducting an intensive search in a research collection."

The purpose of the method outlined above is to teach students to use Moffitt Library as a laboratory, thus familiarizing them with library practices in general, and Berkeley procedures in particular.[62]

All professional staff members serve on the reference desk for a part of their work-day, and in addition, career staff volunteered an hour a day on the desk as "reference aides."[63]

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[61] Ibid., pp. 2-3.

[62] Ibid., p. 3.

[63] Librarian's Report, Moffitt Library (1976-77), p. 4.

During the academic year 1975-76, Moffitt Library began an intern program in cooperation with the School of Library and Information Studies, whereby three students selected by the School worked with the professional staff at the reference desk.[64] This program has been continued with three students currently serving in the Library as reference aides. (The writer is among them.)

The number of questions asked at the reference desk has increased by over 100 per cent from the first year of operation of the Library to the year 1978 (Table 3). See also Table 12, below.

TABLE 3

REFERENCE STATISTICS, MOFFITT UNDERGRADUATE LIBRARY[a]

Year	Number of Questions	Change
1970-71[b]	26,759	
1977-78[c]	54,596	+104%

[a]Calculated from Monthly Statistical Report, Moffitt Undergraduate Library.

[b]September, 1970 through June, 1971.

[c]July, 1977 through June, 1978.

Enrollment for the Berkeley campus during 1970-71 totaled 27,886 students compared with a total of 27,253 for 1977-78. Of these, 18,469 were undergraduates in 1970-71 and in 1977-78 undergraduates totaled 18,806. All figures are a three quarter average for the particular academic year.[65] See also Table 10, below.

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[64]Ibid.

[65]Statistical Summary of Students and Staff, University of California (1970-71 and 1977-78).

Circulation

Charging of all materials is done on the third floor of Moffitt. It is still necessary for users to fill out a "charge card," manually, for each item they wish to withdraw. This requires writing out the call number, author, title, and publication date for the items, and (on each card) the user's name, address, and status. It is also necessary to sign the card. "For the user, this is a laborious practice that is no different from library procedures a century ago, and it constitutes a significant waste of time."[66] The Plan for Development for the University of California libraries calls for automated circulation systems to be installed on all campuses by 1980.[67]

Loans in Moffitt are 7-day, 1-day, and 2-hour (as well as "Library Use Only") books. Fines vary in each of these categories, with maximum amounts placed at $5.00, $5.00, and $10.00, respectively. These fines are charged for maximum overdue use but with return of the volume(s). Maximum replacement charges are $15.00 for hardcover books published within the last five years, $30.00 for hardcover books published more than five years ago, and $5.00 for paperbound books.[68]

A book detection system, 3M Tattle-Tape, was installed in Moffitt in 1976. It has served the Library well, with only minor problems experienced.[69]

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[66] UC Libraries, A Plan for Development, p. 81.

[67] Ibid., p. 83.

[68] "Moffitt Overdue Fines" notice No. MOF 2/77 rev.

[69] Librarian's Report (1976-77), p. 4.

Circulation to undergraduates during the Library's first year of service increased 40 per cent over the 1969-70 figures.[70] And from 1970-71 to 1977-78, the overall average increase was 7.2 per cent (Table 4). See also Table 11, below, for complete statistics.

TABLE 4

CIRCULATION STATISTICS, MOFFITT UNDERGRADUATE LIBRARY[a]

Year	Number of Loans	Change
1970-71[b]	460,915	
1977-78[c]	494,185	+7.2%

[a]Calculated from Monthly Statistical Report, Moffitt Undergraduate Library.

[b]September, 1970 through June, 1971.

[c]July, 1977 through June, 1978.

Of the total loans made in 1970-71, 57,707 were made to graduate students, which represents 12.5 per cent of the total.[71] Statistics on graduate loans for 1977-78 were not available.

The traffic (turnstile) count shows an increase of 24 per cent from 1970-71 to 1977-78: 1,232,573 patrons were counted in 1970-71, with 1,529,283 in 1977-78.[72] The earlier year's count is from September, 1970 through June, 1971, while the latter is from July, 1977 through June, 1978. The true percentage, therefore, will be slightly under 24, but it will be readily recognized that most traffic takes place during the regular academic year. See also Table 10, below.

[70]Librarian's Report (1970-71), p. 4.

[71]Monthly Statistical Report (September, 1970 through June, 1971).

[72]Ibid. (September, 1970 through June, 1971 and July, 1977 through June, 1978.)

Reserve

Materials were put on reserve for almost 1,000 courses during academic year 1976-77, averaging twenty titles per list. And over 3,300 personal copies of materials brought in by faculty were also put on reserve. These lists are processed by the Technical Services staff.[73]

Technical Services

Streamlining of operations began in the summer of 1976. And by the end of July, 1977, the BALLOTS (now called RLIN) system was in full use by Moffitt units for pre-order searching, cataloging, and maintenance.[74]

A major change in Moffitt during 1976-77 was the switch to direct receipt of their periodicals, with the result that these materials reached the Library more quickly.[75]

Another change was that each member of the Technical Services Department learned the procedures and operations of each of the other members' jobs. This resulted in an upgrading of job classifications, as well as benefiting the Library - for in the absence of an employee, any one of the staff could handle any of the work. This proved so successful that there was an overall reduction of staff of 1/2 FTE, lapsing to support BALLOTS operations, and another FTE went to fund a 3/4-time professional position.[76]

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[73] Librarian's Report (1976-77), p. 3.

[74] Ibid.

[75] Ibid.

[76] Ibid.

Technical Services staff volunteer one hour a day as "reference aides," noted earlier. This service has been continued since 1973-74 as an important part of service to the public.[77]

Special Services

Special facilities provided in Moffitt Library include the student lounge with chairs and vending machines located on the second floor of the Classroom Wing, a lounge and group study area provided on the third floor, a reading room for the blind, a typing room, exhibit areas, cassette tour on use of the library, a paperback collection of new books, copy machines, and a change machine (all are described above). And there are "Suggestion Boxes" on each floor.

In addition, there is an "exam" file located on the third floor which consists of copies of past examinations provided by faculty members. These are available from the closed reserve desk.

Special policies have been adopted in regard to the physically disabled.[78] If necessary, Moffitt will provide services not normally provided for others. For example:

1. Working with the card catalog, writing down call numbers, etc.
2. Filling out charge cards.
3. Determining by telephone if material is available in another library.
4. Paging a small number of books from the stacks.

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[77] Librarian's Report (1973-74 and 1975-76), p. 2 and p. 4.

[78] Policy Statement, Moffitt Library, Librarian's office (date unknown).

The reference librarian or the circulation supervisor will determine whether staff is available for these services. However, all alternatives are to be explored before turning someone down.

For those persons confined to a wheelchair, entrance to Moffitt is through a normally locked door to the right of the main entrance. The patron must ask at the turnstiles for someone to unlock the door for entrance, and at circulation for exit.[79]

Library Instruction

Berkeley's program of library instruction is the oldest and largest in the University of California system.[80] A formal course, Bibliography I, is offered to undergraduates. It consists of lectures, discussions, in-library assignments, and tours. Goals are to acquaint students with the campus library system, and to teach the use of catalogs, indexes, and other reference tools.[81]

Moffitt librarians teach some of the sections of Bibliography I, administered by the School of Library and Information Studies. This has been a popular course on campus, as can be seen by pre-enrollment figures for Fall 1976, for example, which numbered almost 900 students, 369 of whom were accommodated in sixteen sections.[82] Additional sections are being planned for the Fall 1979 Quarter.[83]

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[79] Ibid.

[80] UC Libraries, A Plan for Development, p. 106.

[81] Michael Buckland and Elaine Sloan, "Bibliography I Instructors Needed," CU News XXXIII (April 13, 1978), 1.

[82] UC Libraries, A Plan for Development, p. 106.

[83] Tentative Fall Schedule 1979, School of Library and Information Studies, University of California, Berkeley.

There have been continuing efforts on the part of the Moffitt Librarian and staff in regard to increased activity in the area of library instruction, as evidenced by the annual reports of the Librarian, from 1970-71 on.[84] It was noted that more funds and staff are needed in order to have the ability to work with individual instructors on better use of the Library's resources.[85]

The ten-year plan for the University of California libraries calls for such increased activity, noting that

> Undergraduates are confused by the library, and require considerable help in finding their way around in it; they are unfamiliar with card catalogs and require assistance with the simplest lookups; they have difficulty finding materials in the stacks; they know little about bibliographic resources. In other words, they are unfamiliar with the rudimentary mechanics of library use.[86]

Undergraduate instruction in the use of the library is not new to the Berkeley campus. "During at least two periods, programs of instruction were offered for students by members of the library staff. In April 1904 Rowell received permission from the University's Academic Council for a series of eleven lectures to be given on successive Thursday evenings during the following fall semester."[87] The lectures were planned to provide general information concerning arrangement and use of the collection, the catalog, important reference works, bibliography, the book trade, and book binding. It was reported in

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[84] Librarian's Report (1970-71, 1972-73, 1975-76, and 1976-77).

[85] Ibid. (1972-73), p. 4.

[86] As quoted in Allan J. Dyson, "Organizing Undergraduate Library Instruction: The English and American Experience," Journal of Academic Librarianship I (March, 1975), 11, and quoted in UC Libraries, A Plan for Development, pp. 104-105.

[87] Peterson, UC Library, p. 164.

the Daily Californian that about fifty persons had attended his introductory lecture.[88] No other similar efforts were reported by the library until the early thirties.

In 1932, the Readers Department began conducting informative orientation tours for students, and Librarian Leupp had suggested that a related program of instruction be developed. Reductions in the budget forced indefinite postponement of this plan.[89]

Library Hours

The Library is open ninety-four hours a week, with reference service given eighty-two hours a week. In addition, beginning the third week of each quarter, study hall is open Sundays through Thursdays from 12:00 midnight until 2:00 a.m. (Table 5).[90]

TABLE 5

MOFFITT UNDERGRADUATE LIBRARY - DAYS AND HOURS OF SERVICE

Library open: Hours*	Days	Reference Desk Staffed
8 a.m. - 12 midnight	Mon.-Thurs.	8 a.m. - 10 p.m.
8 a.m. - 6 p.m.	Friday	8 a.m. - 5 p.m.
10 a.m. - 6 p.m.	Saturday	10 a.m. - 5 p.m.
10 a.m. - 12 midnight	Sunday	12 noon - 6 p.m.

*Beginning third week of quarter, study hall is open Sunday-Thursday, 12 midnight - 2 a.m.

Source: Orientation Leaflet #13, General Library.

[88] Daily Californian, September 12, 1904, p. 1, as quoted in Peterson, UC Library, p. 164.

[89] Peterson, UC Library, pp. 164-165.

[90] Orientation Leaflet #13, General Library, University of California, Berkeley (Spring Quarter 1979).

Media Center

In December of 1970 a proposal was drafted for the acquisition of audio equipment and listening stations, involving an expenditure of $25,000.00.[91]

The Librarian's Report for 1974-75 stated: " . . . considerable effort was put into the design of a Moffitt Media Center to be located in a section of the first floor classroom wing, which would enable us to begin collecting non-book materials for instructional use. The plans were favorably received by everyone except those who control the money, and the project now lies in abeyance."[92]

The Report for 1976-77 includes an item noting that a Media Coordinator had been appointed for the General Library, "which now has some $20,000 of equipment for audio-visual activities. We're still working on finding a home for the future 'Media Center.'"[93]

The latest information indicates that the long-awaited Media Center will be open for service Fall Quarter 1979 in Moffitt Library.[94]

Non-print Media Committee Report

The Committee reported that microforms are not to be considered as part of a non-print program. And because of the existence of the UC Extension Media Center, "with its tremendous collections of educational films and services, and because of the problems of use inherent

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[91] Librarian's Report (1970-71), p. 4.

[92] Ibid. (1974-75), p. 3.

[93] Ibid. (1976-77), p. 2.

[94] Interview with James Gault, Media Coordinator, General Library, University of California, Berkeley (May 6, 1979).

in their nature, the Committee feels that motion picture films should not presently be a concern of the General Library."[95]

> The General Library recognizes that non-print media should be an integral part of an academic library collection. To whatever degree resources permit, the new instructional technologies should be made available for use on the campus as a means of supplementing, enriching, and reinforcing the academic programs of the University. The primary function of such materials should be in support of instruction, but there are also secondary functions of recreation, self-development, and leisure activity which should be considered.[96]

The Committee felt that the primary emphasis in this area should initially be on the undergraduate level, with growth into research and avocational areas as funds and materials are available.

Recommendations of the Media Committee

> Because of the factors of cost and space involved it is essential that the Library, initially at least, concentrate its efforts in one physical location. Currently, the majority of commercailly available audio-visual materials are geared to undergraduate rather than research audiences; therefore, the Undergraduate Library would seem the most logical location for such a beginning.[97]

The Committee recommended a basic collection of media materials in appropriate fields, and the providing of equipment and facilities for their use.

The Committee recommended, further, that the media center, once established, could serve as a campus clearing house for multi-media information by maintaining a media reference collection and by developing an in-depth directory of campus multi-media services and collections.[98]

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[95] Non-print Media Committee Report, General Library, University of California, Berkeley (date unknown), p. 1.

[96] Ibid.

[97] Ibid.

[98] Ibid., p. 2.

Staff

The Moffitt Librarian, under the general direction of the Associate University Librarian for Public Service, is responsible for administering the operations of Moffitt Library, planning long-range programs and policies, formulating and promoting Moffitt's public relations program and interpreting its role to the University community, coordinating service to undergraduates with other library units, directing the Moffitt collection program, and administering the Moffitt Library building. As head of one of the most important units in the UC-Berkeley Library system, the Moffitt Librarian participates in General Library administrative meetings and conferences.[99]

Allan J. Dyson (better known as "Lan") was appointed Head, Moffitt Undergraduate Library, in 1971.[100] As to his theory of management, Dyson says:

> If there was anything approaching a "management philosophy" operating in Moffitt during 1972-73, it was the attempt to involve as many of the staff as possible in the decision-making that affected them . . . Two supporting staff members have joined our weekly reference meetings (now rechristened "Policy Meetings"). Meetings of all career staff are held monthly. Meetings of the student supervisors are now open to any student employee that wishes to attend, an attempt to demystify what those supervisors are doing behind those doors. And, of course, meetings of small units are held frequently, as necessary.[101]

Involvement of the Moffitt Library's staff in the Library's administration is seen to create greater job satisfaction and, through it, a better library.

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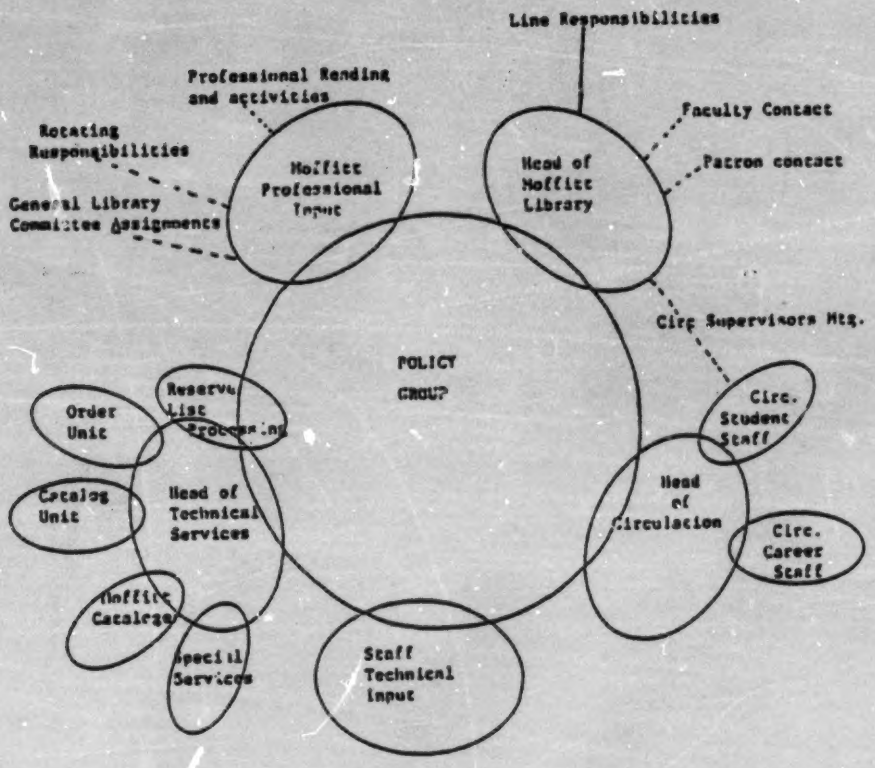
[99] "Head, Moffitt Undergraduate Library," CU News XXVI (June 17, 1971).

[100] Librarian's Report (1970-71), p. 2.

[101] Ibid. (1972-73), p. 3.

Figure 4

MOFFITT UNDERGRADUATE LIBRARY -- ORGANIZATION CHART



The organization chart (Figure 4) shows that governance in Moffitt Library is characterized by broad, genuine delegation of responsibilities. Policy decisions are made by the weekly Policy meeting, and various administrative duties are rotated among the librarians.

An innovation tried during the 1976-77 academic year was to have the two newer librarians on the staff serve as "administrative interns" to the Head Librarian. The interns coordinated special projects from start to finish, in order to give them some exposure to the workings of the library system and the campus bureaucracy.

This system is reported to have worked very well.[102]

The total FTE staff in Moffitt is 47.54. Table 6 shows a breakdown of staff into professional, nonprofessional, and student assistance. Also shown is the per cent each category represents in relation to the total University Library staff.

TABLE 6

THE UNIVERSITY LIBRARY STAFF - FISCAL YEAR 1976-77

University of California Berkeley Campus	F T E[a]		Per cent of Total
Classification	Moffitt	University	Moffitt
Professional	6.75	170.00	3.97%
Nonprofessional	19.00	298.00	6.37%
Student assistance	21.79[b]	91.00[c]	23.94%
Total	47.54	559.00	8.50%

[a]Full time equivalent

[b]45,318 hours

[c]189,280 hours

Source: Calculated from Librarian's Annual Report, Moffitt Undergraduate Library (1976-77), p. 3 of Appendix, Part III, Library Staff.

[102]Librarian's Report (1976-77), p. 2.

Budget

Operating expenditures for Moffitt Library totaled $580,473.28 for fiscal year 1976-77. A breakdown of this amount into professional and clerical salaries, student assistance, and collection activities is shown below (Table 7).

TABLE 7

MOFFITT UNDERGRADUATE LIBRARY
OPERATING EXPENDITURES
FISCAL YEAR 1976-77[a]

Salaries and Wages		Library Materials[b]	
Professional	$317,036.00	Monographs	$ 73,500.00
Clerical	201,285.00	Reference materials	2,550.00
Student assistance	174,927.28	Serials	9,578.00
		Microforms	522.00
		Pamphlets	250.00
		Browsing paperbacks	825.00
Total	$493,248.28	Total	$ 87,225.00

[a]Source: Librarian's Report, Appendix, Part IV (1976-77), pp. 3-4.

[b]Expenditures for binding and rebinding are not part of the Undergraduate Library's budget.

The total materials expenditure for the University Library for fiscal year 1976-77 was $2,257,074.00. The total for wages and salaries was $7,477,408.00. Table 8 shows the per cent Moffitt's salaries and collection budgets represent in relation to the total University Library budget.

TABLE 8

THE UNIVERSITY LIBRARY OPERATING EXPENDITURES
FISCAL YEAR 1976-77

University of California Berkeley Campus	Total Budget		Per cent of Total
Item	Moffitt	University	Moffitt
Salaries and wages	$493,248.28	$7,477,408.00	6.60%
Materials (Book Budget)	87,225.00	2,257,074.00	3.86%
Total	$580,473.28	$9,734,482.00	5.96%

Source: Calculated from Librarian's Annual Report, Moffitt Undergraduate Library (1976-77), pp. 3-4 of Appendix, Part IV, Operating Expenditures.

The Book and Serial budget for Moffitt Library has increased from a total of $50,000 in fiscal year 1969-70 to $111,170 in 1978-79 (Table 9).

TABLE 9

MOFFITT UNDERGRADUATE LIBRARY BOOK AND SERIAL BUDGET FOR FISCAL YEARS 1969-70/1978-79, INCLUSIVE

Fiscal Year	Total
1969-70	$ 50,000
1970-71	70,000
1971-72	60,000
1972-73	65,000
1973-74	64,000[a]
1974-75	64,070
1975-76	68,908[b]
1976-77	87,225[c]
1977-78	104,615[d]
1978-79	111,170[e]

[a] $44,000 Moffitt UGL; $20,000 Special Opportunity.

[b] Serials prepayment $ 380.

[c] Serials prepayment $2,620.

[d] Serials prepayment $ 229.

[e] Serials prepayment $ 159.

Source: Book Budget - General Library (1969-70/1978-79, inclusive).

Library Use

The success of Moffitt Undergraduate Library can be determined in part by the number of people who use the building. Table 10 shows undergraduate enrollment, total book use, and attendance figures for each of the years 1970-71 through 1977-78, inclusive.

TABLE 10

MOFFITT UNDERGRADUATE LIBRARY--UNDERGRADUATE ENROLLMENT, TOTAL BOOK USE, AND ATTENDANCE

Fiscal Year	Enrollment[a]	Per cent Change	Total Book Use[b]	Per cent Change	Attendance	Per cent Change
1970-71[c]	18,469		616,500		1,232,573	
1971-72[d]	18,215	-2.5	685,147	+11.1	1,336,628	+8.4
1972-73	18,993	+4.3	847,625	+23.7	1,492,950	+2.3
1973-74	20,521	+8.0	807,641	- 4.7	1,584,529	+6.1
1974-75	20,273	-1.2	1,114,248	+38.0	1,619,200	+2.2
1975-76	20,244	- .1	987,795	-11.3	1,583,798	-2.2
1976-77	19,423	-4.1	1,009,136	+ 2.2	1,509,928	-4.7
1977-78	18,806	-3.2	1,019,586	+ 1.0	1,529,283	+1.3

[a]Source: Statistical Summary of Students and Staff of the University of California (1970-71/1977-78, inclusive). Undergraduate enrollment is a three-quarter average.

[b]Heading changed from "Books Swept" to "Total Books Shelved" as of July, 1974, for that portion of data sheet.

[c]September, 1970, through June, 1971.

[d]October, 1971, through June, 1972.

Note: All data other than enrollment calculated from Monthly Report, Moffitt Undergraduate Library (September, 1970 through June, 1978, inclusive).

Circulation statistics (Table 11) for home use and building use of books show that home use has increased by 7.2 per cent (from the first year of operation in 1970-71), and building use has increased a phenomenal 237.7 per cent (from 1970-71)! These figures seem to indicate that that Moffitt Library is being used for its resources and not just as a study hall. The total increase in book use (home and building use combined as shown in Table 10) is 65.38 per cent.

TABLE 11

CIRCULATION STATISTICS, MOFFITT UNDERGRADUATE LIBRARY
UNIVERSITY OF CALIFORNIA, BERKELEY

Fiscal Year	Home Use	Per cent Change	Building Use	Per cent Change
1970-71[a]	460,915[b]		155,585	
1971-72	474,088[c]	+2.9	211,059	+16.4
1972-73	479,756[d]	+1.2	367,869	+74.8
1973-74	490,885	+2.3	316,756	-13.8
1974-75	494,557	+0.7	619,691	+95.6
1975-76	453,814	-8.2	533,981	-13.8
1976-77	457,936	+0.9	551,200	+3.2
1977-78	494,185	+7.9	525,401	-4.7

Source: Calculated from Monthly Statistical Report, Moffitt Undergraduate Library (September. 1970 through June, 1978, inclusive).

[a]September, 1970 through June, 1971.

[b]57,707 graduate students (12.5 % of total).

[c]61,934 graduate students (13 % of total).

[d]69,633 graduate students (14.5 % of total).

Predominant use of Moffitt Library is by the undergraduates. Circulation to undergraduates in 1970-71 increased 40 per cent over 1969-70, as noted earlier, while overall graduate circulation increased only 1.49 per cent.[103] But in 1971-72, the largest increases in circulation were from graduate students (up 7 per cent from 1970-71) and from other borrowers (up nearly 22 per cent).[104]

A user survey was conducted in Spring of 1973 during the fifth, seventh, and ninth weeks of Spring Quarter. In general, it was learned that one user in ten is not a Berkeley student, and that almost twice that number use the professional services such as the reference desk and pamphlet collection. It was also learned that Moffitt's patrons are heavy users of the library; among undergraduates, for example, two-thirds of those coming in had used the library more than ten times in the preceding month.[105]

Attendance figures show another increase in use: 1970-71, 1,232,573; 1977-78, 1,529,283. Although undergraduate enrollment has varied somewhat throughout the years 1970 through 1978, the total enrollment in 1977-78 was only 337 more than in 1970-71 (see Table 10).

As noted earlier, reference questions have increased over 100 per cent since the first year of operation of Moffitt Library. This can no doubt be attributed, in part, to the dedication of the Moffitt Librarians to the goals of reference work in the Library, set out on page 28 of this paper. Reference service is offered during eighty-two of the ninety-four hours the Library is open for

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[103] Librarian's Report (1970-71), p. 4.

[104] Ibid. (1971-72), p. 1.

[105] Ibid. (1972-73), p. 3.

service. And, unlike some undergraduate libraries, Moffitt Library has professional librarians on duty at all times, assisted by the reference aides. Table 12 shows the number of questions asked during each of the years 1970-71 through 1977-78, inclusive. No attempt has been made to separate directional questions from those requiring the use of the card catalog, periodical indexes, and other reference sources.

TABLE 12

REFERENCE STATISTICS - MOFFITT UNDERGRADUATE LIBRARY
UNIVERSITY OF CALIFORNIA, BERKELEY

Fiscal Year	Number of Questions	Per cent change
1970-71[a]	26,759	
1971-72[b]	36,095	+34.9
1972-73	45,352	+13.3
1973-74	51,917	+14.4
1974-75	52,719	+ 1.5
1975-76	53,795	+ 2.4
1976-77	53,316	- 0.9
1977-78	54,596	+ 2.4

[a]September, 1970 through June, 1971.

[b]October, 1971 through June, 1972.

Source: Calculated from Monthly Statistical Report, Moffitt Undergraduate Library (September, 1970 through June, 1978, inclusive).

Access to Moffitt's collection is by use of a dictionary card catalog. A Catalog Supplement is available on microfiche, updated and reissued every week. It includes books on order; titles recently acquired and in the preliminary stages of processing; titles recently cataloged; and titles that have been given temporary cataloging, but are available for use. The Supplement covers all libraries on campus, but does not include periodicals. Over 100,000 titles are listed on any single issue of the Catalog Supplement, with over 6,000 titles added each month.[106]

The Berkeley Serials Union List, containing about 225,000 Berkeley campus titles, is also available on microfiche. It is updated each month. Periodical titles, call numbers, and library locations are listed, as well as holdings of a particular library.[107]

The Catalog Supplement and the Berkeley Serials Union List can be found in the Main Library (Loan Hall, General Reference Service, Periodicals Room, and Government Documents Department) and in all Branch Libraries. Equipment for their use (microfiche readers) is available at all of these locations.[108]

For the convenience of Moffitt Library patrons, a separate list of all periodical holdings in the Undergraduate Library is maintained. It is available at the Reference Desk and in the Reference Room of the Main Library.

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[106] Pamphlet issued by the General Library, University of California, Berkeley, and available at most libraries on campus.

[107] Ibid.

[108] Ibid.

What Do Students Think of Moffitt?

Moffitt Library has served the needs of the campus community at the University of California, Berkeley, for nine years. From the statistics that have been presented, it appears that the Library is a success. The real question, however, is, "What do the students (the users) think of Moffitt?" This paper was begun with the idea in mind that "the best judge of the system's performance is the person for whom it is designed, the user." Who are these users?

Total Campus Enrollment

The total campus enrollment at Berkeley for academic year 1977-78 was 27,253. Table 13 shows a summary of student enrollment by level and sex.

TABLE 13

SUMMARY OF STUDENT ENROLLMENT
BY LEVEL AND SEX

Berkeley Campus	Three Quarter Average 1977-78		
	Total	Men	Women
General Campus			
Undergraduate	18,672	10,724	7,948
Graduate	7,965	5,329	2,636
Sub-total	26,637	16,053	10,584
Health Sciences			
Undergraduate	134	102	32
Graduate	482	269	213
Sub-total	616	371	245
Total	27,253	16,424	10,829

Source: Statistical Summary of Students and Staff, University of California, 1977-78, p. 2.

Ethnic Make-up

Minorities are 24.4 per cent of all undergraduates (excluding foreign students). Of graduate students, minorities are 16.7 per cent (excluding foreign students). Table 14 shows a breakdown of ethnicity and per cent of undergraduate and graduate enrollment.

TABLE 14

ETHNIC MAKE-UP OF STUDENTS

Berkeley Campus	Per cent	
	Undergraduate	Graduate
Ethnicity		
Asian	16.7	7.6
Black	4.0	4.7
Chicano	2.1	2.5
Other Spanish	1.2	1.4
Native American . . .	0.4	0.5
Sub-total	24.4	16.7
Caucasian	68.5	76.0
Other & Decline to State	7.1	7.3
Total	100.0	100.0

Source: University of California, Berkeley: Office of Student Affairs Research, pamphlet (October, 1977), p. 1 (Data sources: Office of Admissions and Records, Office of Institutional Research Campus Statistics for Fall 1976, and other sources).

EOP Students

8.5 per cent of the undergraduates are sponsored by the Educational Opportunity Program (EOP), not all of whom are ethnic minorities.[109] Most of the EOP students are Regular Admissions.

[109] University of California, Berkeley: Office of Student Affairs Research, pamphlet (October, 1977), p. 2.

Foreign Students

In Fall of 1976 there were 400 undergraduate and 1200 graduate foreign students. They came from a total of 101 countries: 4.5 per cent from Africa (sub-Saharan); 45 per cent from Asia; 15 per cent from Europe; 11 per cent from Latin America; 18 per cent from the Middle East and North Africa.

Physically Disabled

There are about 400 physically disabled students on campus.

Fields of Study

The largest areas of study and the percentages of undergraduate and graduate students in them are shown in Table 15.

TABLE 15

FIELDS OF STUDY

Berkeley Campus	Per cent	
	Undergraduate[a]	Graduate
Biological sciences	5.7	5.6
Humanities	9.4	9.6
Law	-	9.6
Physical sciences & Engineering	17.4	27.6
Social sciences (including Bus. Adm., Social Welfare and Education)	18.8	26.1
Unclassified (mostly freshmen and sophomores)	35.4	-

Source: University of California, Berkeley: Office of Student Affairs Research, pamphlet (October, 1977), p. 3 (Data sources: Office of Admissions and Records, Office of Institutional Research Campus Statistics for Fall 1976, and other sources).

[a]Among seniors, the largest majors are Engineering (all specialties combined), Psychology, English and Business Administration.

Associated Students of the University of California (ASUC) Academic Program Review of Moffitt Undergraduate Library

In 1974, an ASUC Academic Program Review was made of Moffitt. This was an independent study prepared by Victor Rubin, a student from the School of Public Policy.[110] (It is the only outside study that has been made of Moffitt Library.)

There were two objectives of the study: 1) to understand the process of change in Moffitt Library and provide useful information on matters that are readily changeable in the short run, and 2) to begin to formulate effective indicators of undergraduates' library requirements and interests, so that this constituency can be better served in larger-scale, longer-range policymaking processes.[111]

Rubin says:

> By any standards one may choose, Moffitt Library is heavily used. Requests for reference information, in spite of all expectation of a decline, continue to increase. Roughly one quarter of all the circulation in the Berkeley library system originates in Moffitt. Peak load hours at the two-hour reserve desk can be crowded and hectic enough to blow the cool of even the most even-tempered patron or employee. At most times a very large portion of the study spaces are in use, and the various mechanical services (such as copiers, change machines, typewriters, food vendors, etc.) are all strained by heavy patronage. While all these indicators attest to the importance and popularity of Moffitt's undergraduate orientation, they are also warning signs that the Library's resources are becoming inadequate to meet the demand.[112]

In a comparison that Rubin made of fiscal years 1972-73 and 1973-74, he found that circulation was up thirty per cent, reference requests up nineteen per cent, and turnstile count up seven per cent.

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[110] Librarian's Report (1973-74), p. 3.

[111] Victor Rubin, The Users' Assessment: An Evaluation of Moffitt Library (Berkeley: University of California, ASUC, September 3, 1974), pp. 1-2.

[112] Ibid., p. 3.

For the same period, he found that resources failed to match these increases in use. For example, the number of General Assistance hours (staff time) rose only .3 per cent.[113]

On administration, Rubin says:

> This style of administration, featuring a healthy sensitivity to the knowledge and feelings of the staff, seems to work well for Moffitt, and could possibly revitalize the operations of other campus libraries.[114]

The study itself consisted of a questionnaire given out to some 500 students. Two hundred seventy responded, for a completion rate of 54 per cent. The respondents included the following: 32 freshmen; 51 sophomores; 77 juniors; 80 seniors; and 30 graduate students. All questions contained multiple choice or numerical answers, but an opportunity was provided, in some cases, for comments to be added.[115]

Results of the study were analyzed with the use of the Statistical Package for the Social Sciences (SPSS). The survey clearly indicates that students feel that for the "softer," more personal aspects of library management, Moffitt is in very good condition. The "harder" areas, those which involve most of the technical processes, manpower, and budget, are, in the opinion of the students, weaker and are deteriorating. "Soft" aspects include reference information, book and serial selection policy, and library-use instruction. The "harder" processes include maintaining the availability of materials (circulation, shelving, fines, security, etc.), and maintaining a decent study environment. Rubin

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[113] Ibid., pp. 3-4.

[114] Ibid., p. 4.

[115] Ibid., p. 16.

suggests that, "While an explanation for this dichotomy is not difficult, neither is it very encouraging."[116]

> . . . Moffitt is run by a group of conscientious and talented librarians who at the best of times see themselves as advocates for undergraduates. They perform with enthusiasm and success those tasks for which they have ample time and relatively unimpeded discretion. Unfortunately, most of the functions of the library cannot be adequately performed with only good intentions and individual prowess, no matter how great they may be. Most functions of Moffitt simply require much more money than they have been getting. The survey clearly shows that students are most dissatisfied with those areas which have been hurt the most by budget shortages. In areas which have been less drastically affected, students are more satisfied. The survey can read as a warning that the quality of circulation services and the study environment will deteriorate seriously unless more resources are allocated to them.[117]

One of the areas singled out by the students is their need for in-class library instruction. Fifty-eight per cent of all respondents thought that having classes with a librarian would be beneficial to them.[118] This has been one of the continuing goals set by the Moffitt staff. "The students' and librarians' interests are clearly there, and the . . . success of Bibliography I suggests that teaching may be the most effective orientation method."[119]

A recommendation was made to the Head of Moffitt that a proposal be drafted concerning in-class library instruction, explaining why it is valuable and needed, what would be covered, and the cost. It was also recommended that efforts be made to get "Instructor's Use of Library Facilities for Students" included in course evaluation forms.[120]

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[116] Ibid., p. 17.

[117] Ibid.

[118] Ibid., p. 19.

[119] Ibid.

[120] Ibid., pp. 27-28.

It was further recommended that classrooms in Moffitt be utilized as group study rooms, and that studies be conducted of all conceivable study spaces.[121] Almost ninety per cent of those students who responded to the survey approved of such study rooms.[122]

In conclusion, Rubin says:

> This project is supposed to provide a model, or at least some guidelines, for future student evaluation of libraries. I feel that the "user assessment" approach is useful and methodologically sound. It should be continued and improved. However, the substantive results of this year's work fairly shout out that there is a higher priority topic, one which is probably more sensitive to student investigation. I speak of course about the budget: the campus-wide and even university-wide library resource allocation processes. The Moffitt study illustrates the already serious deterioration of one of the campus's most dynamic institutions. My continual references to "decisions made outside the walls of Moffitt" reflect my frustration at not having the time or the mandate to explore more fully the ways in which student needs are assessed by central administrators. That is what I suggest my successor investigate.[123]

Summary

Moffitt Library has provided open access to its collection, in contrast to the Main Library at Berkeley with its closed-stack system. Services to undergraduates have been centralized and simplified. The Library provides a collection of carefully selected books and periodicals that support the campus undergraduate instructional program, as well as material in subjects of particular student interest.

A continuing goal is to make the Library an instructional tool by planning it as a center for instruction in library use. Through its

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[121] Ibid., p. 28.

[122] Ibid., p. 26.

[123] Ibid., pp. 30-31.

services and collections, Moffitt Undergraduate Library serves as the entry point for the student into the complex library system on the Berkeley campus.

Special services to students are provided: a student lounge with vending machines; blind student study room; a typing room; an exam file; a course catalog; a pamphlet collection of up-to-date bibliographies, articles, hand-outs and clippings supplementing the general book collection in topics of greatest current student interest; and a group study area containing a paperback collection, a periodical browsing collection, and newspapers. Copy machines are available, along with a change machine. A number of library guides are available at the Reference Desk, including one with the title "Using the Library to Write a Term Paper." Various other pamphlets, maps, charts, etc., regarding use of the campus library system are provided. In addition, a 30-minute tape-tour of the Library is available for student use, as well as a slide-tape presentation on the campus system. Special services are provided for the physically disabled. And the Media Center has arrived!

In the only outside study made of Moffitt, the ASUC presented their views in a survey paper entitled The Users' Assessment: An Evaluation of Moffitt Library. This was in 1974. According to the students, Moffitt is run by a group of conscientious and talented librarians who perform with enthusiasm and success. However, some concerns were expressed with regard to the Library's being able to continue to maintain the availability of materials and a good study environment.

The concerns dealt with the budget and the allocation process. Students strongly believe that unless adequate resources are allocated

to the Undergraduate Library, this most dynamic institution can only deteriorate.[124]

In line with the students' remarks, let's back up a little. In June of 1977, there was a total staff in Moffitt of 47.54 FTE (see Table 6, p. 41 of this paper). In June of 1971, there was a total of 48 FTE. CU News, on June 17, 1971 (p. 4), carried a notice that applications were being reviewed for "Head, Undergraduate Library." This notice was accompanied by a description of Moffitt in which it was stated that Moffitt Library " . . . has a total staff of 48 FTE, . . . " - more than in 1977! When one considers the tremendous growth patterns in building use of books (Table 11, p. 46) over the years, along with increased traffic in the Library (Table 10, p. 45), and the substantial increase in requests for reference assistance (Table 12, p. 48), it is difficult to imagine how the same basic staff could handle the increased workload.

How is this possible? It can be summed up in one word: PRIDE. Pride of the Moffitt staff in their profession, pride in their institution, and pride in their students. This was described so well by James Davis of College Library, University of California at Los Angeles. Davis was on leave during 1969-70 from UCLA to assist in the planning and preparation for the opening of the Moffitt Undergraduate Library.[125] Davis says:

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[124] Rubin, The User's Assessment, p. 17 and pp. 30-31.

[125] Billy Wilkinson, ed., Reader in Undergraduate Libraries. Readers in Undergraduate Libraries, No. 25. (Englewood, Colorado: Information Handling Services, c1978), p. 322.

> An example of the pride in our work with undergraduates that's so important occurred recently when two UgLi librarians, while visiting the main branch, were discussing a candidate for the vacant position as head of the UgLi. "Why would anyone want to come here?" asked an eavesdropping main librarian. "He's not coming 'here,'" responded one of the UgLi librarians, "he's coming to the Undergraduate Library!"[126]

But there is something more than pride operating in Moffitt. And that is the ability of the staff to distinguish between the activities of the Library and its basic function. "The function of a library is to provide its users with access to information."[127]

The weekly policy meetings in Moffitt attest to the continuing analysis being made of the Library - of its characteristics, operations and services - based on the components of this function: 1) the nature of its users; 2) the nature of the information needed by the users; and 3) the nature of access to the information.[128] "It follows that planning for a library can only be successful if it is firmly based on such analysis."[129]

Nevertheless, as the ASUC survey points out, the function of the Library cannot be adequately performed "with only good intentions and individual prowess, no matter how great they may be. Most functions of Moffitt simply require much more money than they have been getting. . . . "[130]

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[126] James Davis, "Institute on the Undergraduate Environment, 1971," in Billy Wilkinson, ed., Reader in Undergraduate Libraries, p. 322.

[127] UC Libraries: A Plan for Development, p. 27.

[128] Ibid.

[129] Ibid., p. 28.

[130] Rubin, The Users' Assessment, p. 17.

In the University of California Libraries, A Plan for Development: 1978-1988, it is suggested that library users - faculty, students, and staff alike - contribute on a continuing basis to the development of the plan, assist in its revision, and judge the results of its recommendations.[131]

This report is presented by a student of library science, and therefore a library user, in the hope that it will contribute toward projecting the needs, activities, and performance goals of Moffitt Undergraduate Library, in particular as these relate to the overall plan for development of the University of California libraries.

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[131] UC Libraries, A Plan for Development, pp. iv-v.

LOCATION OF OPEN SHELF BOOKS

First floor:

Call numbers beginning with:

- **A** General works
- **B** Philosophy, religion, and psychology
- **G** Geography, anthropology, and folklore
- **K** Law
- **L** Education
- **M** Music
- **N** Fine Arts
- **Q** Science
- **R** Medicine
- **S** Agriculture
- **T** Technology
- **U** Military Science
- **V** Naval Science
- **Z** Bibliography and Library Science

UGL

Second floor:

Call numbers beginning with:

- **H** Social Sciences
- **J** Political Science

and bound periodicals, shelved alphabetically by title

Fourth floor:

Call numbers beginning with:

- **P** Language and literature

Call numbers beginning with numbers such as:

913 or 4628J
A46

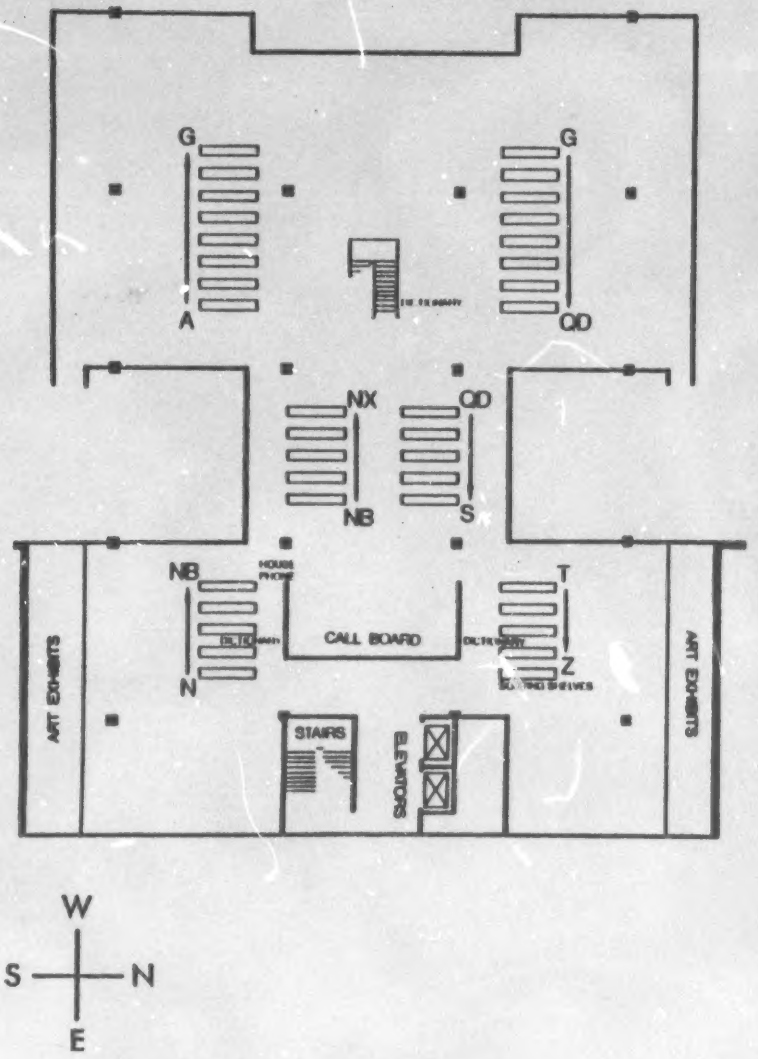
Fifth floor:

Call numbers beginning with:

- **C** Auxiliary sciences of history (archaeology, history of civilization)
- **D** General and Old World history
- **E–F** History of the Americas

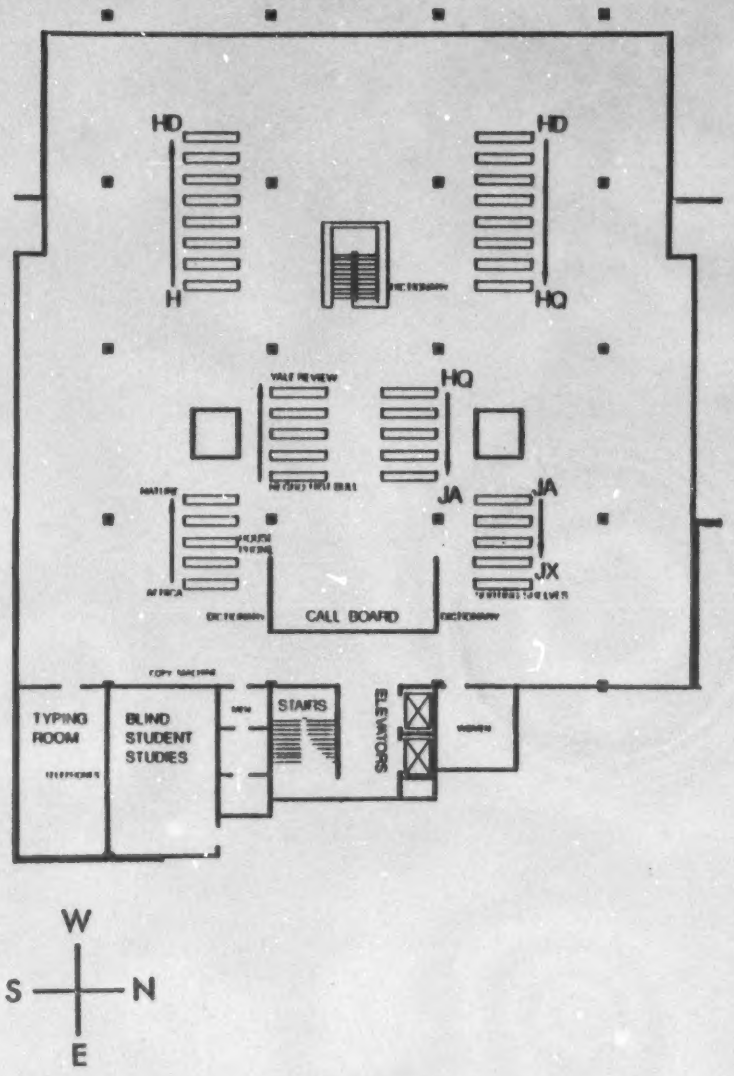
Call numbers preceded by "f" represent folios (oversize books). Folios in all classifications except N are shelved at the northeast end of the floor. All open shelf books in the N classification are shelved together regardless of size.

FIRST FLOOR



APPENDIX A

SECOND FLOOR



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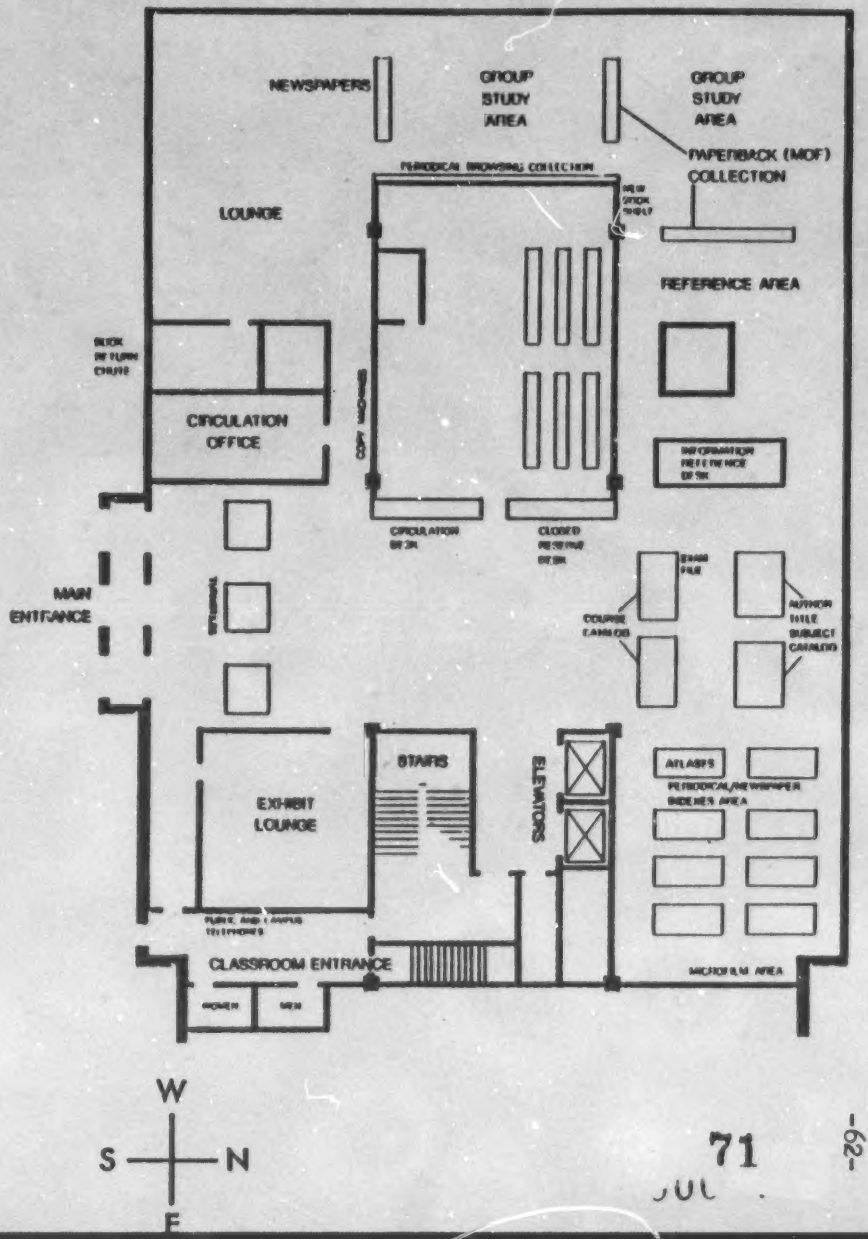
THIRD FLOOR



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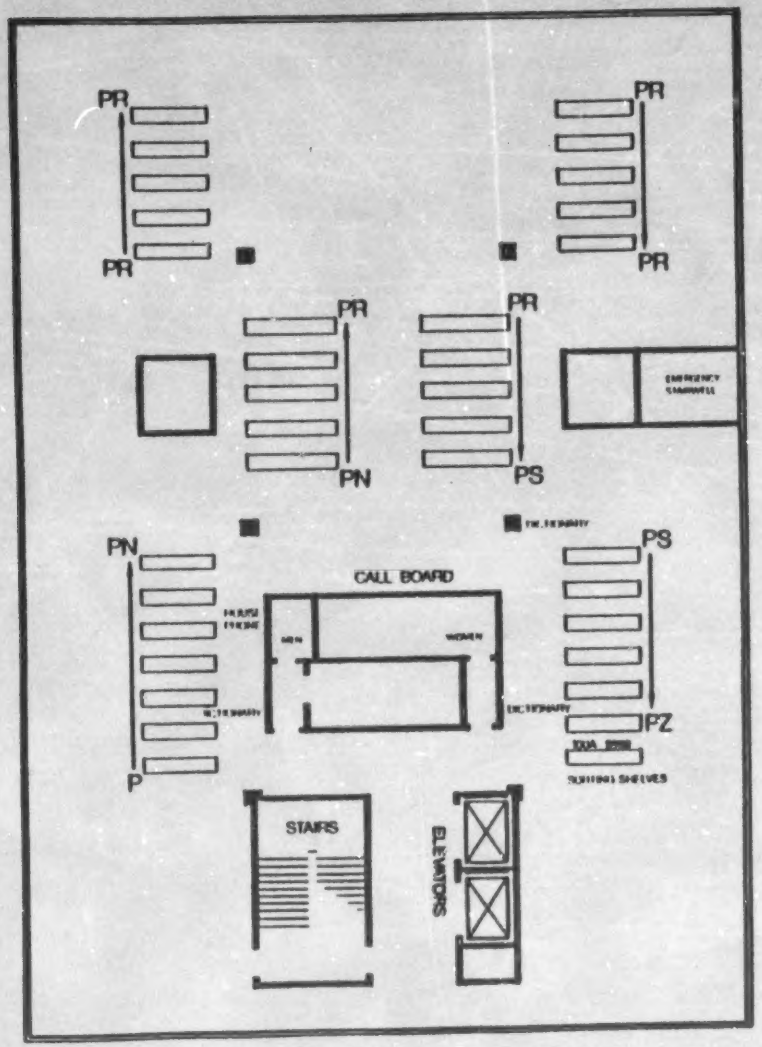
FOURTH FLOOR



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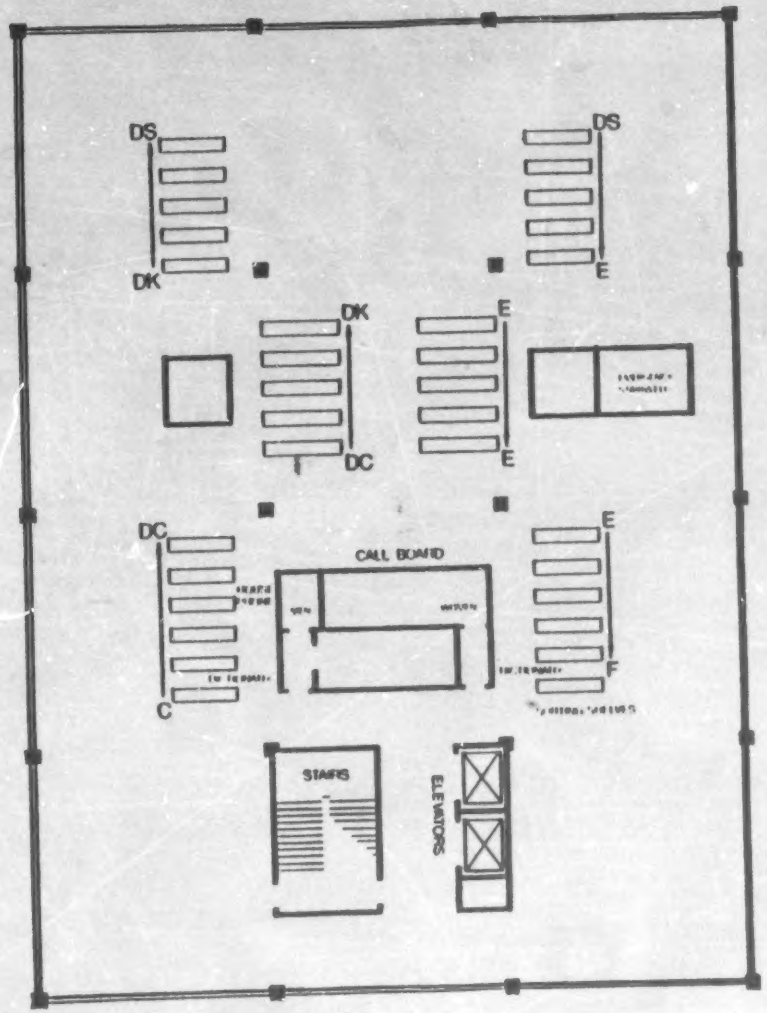
FIFTH FLOOR



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